

# EPM INTAKE CHECKLIST



<b>Select all that apply</b>	<b>Project Name:</b> _____		
	<b>Plan Submittal Type:</b> Rezoning   Sketch   Concept   Residential   Commercial   Preliminary		
<b>Meeting Date:</b> _____		<b>Earliest Submission Date:</b> _____	
All plans and calculations must be signed and sealed by the Licensed Professional EACH document must be an <b>unlocked / unrestricted PDF</b> file, <b>under 40MB</b> file size FEMA Floodplain, SWIM Buffers, and PCO Buffers shown on plan per POLARIS 3G			<b>Planner:</b> _____ <b>Engineer:</b> _____
YES	NO	SUBMITTAL ITEMS	COMMENTS / NOTES
X		Signed and Dated EPM Intake Checklist	
X		Town of Huntersville General Application and Proof of Ownership or Authority to Sign	<b>Property Owner Signature Required</b> for all Plats, Special Use Permits, CD Rezoning, and Residential Plans. If property owner is a Corporation, LLC or Partnership, upload <b>Proof of Authority to sign on behalf of company.</b>
X		<b>Review Fee(s)</b> paid prior to routing for review in EPM	<b>Fee Schedule to be uploaded to EPM</b>
X		Address Verification Form <b>Signed</b> by Meck. County GIS Staff	Use Address Verification address for the EPM Application
		TIA Determination Form (Traffic Impact Analysis)	
		4 Step Process	
		Charlotte Water Willingness to Serve Letter	
		Driveway Permit Application (Town/NCDOT)	
		Driveway Permit Fee	
		Street Name Approval (Email by GIS Staff)	
		FRO Form (Financially Responsible Owner)	<b>Signed &amp; Notarized</b>
		Notarized Off-Site Construction Authorization Letter	Required if Off-Site Grading / Construction is proposed
		Charlotte Water Utility Plan Set	
		Proposed Road Maintenance Responsibilities	
		NCDOT Frontage Improvement Plan Set	
		NCDOT Traffic Control Plan	
		Bond Estimate Form	
		PCO19 Form / PCO19H	
		<i>Comment Response Memo</i>	<i>To be submitted each cycle after the Cycle 1 review</i>
<b>Include the following items: Each file must be less than 40MB. Professional Seals, Signed &amp; Dated as required.</b>			
		Cover Sheet with Drawing Index	
		Site Plan	
		Rezoning Plan Sheet	
		Existing Features Plan (Boundary & Topographic Survey)	
		Tree Survey	
		Landscape Plan	
		Grading & Stormsewer Plan	
		Erosion Control Plan	
		Erosion Control Calculations	
		Stormsewer Calculations	
		Stormwater / Water Quality Calculations	
		100+1 Flood Study & Electronic Data	
		401/404 Notice of Intent Application / Letter	401/404 Permit Needed for Plan Approval
		FEMA Flood Study	
		Frontage Improvement Plan	
		Traffic Control Plan	
		Stormwater / Water Quality Plan	
		Utility Plan	
		Off-Site Utility Extension Plan	
		Architectural Elevations	
		Retaining Wall Plans	Full Design Required near a Public Right-Of-Way
		Site Lighting Plan (Isolux Lighting Plan)	

*I certify that all required items shall be provided in the EPM Submittal as agreed upon during the Pre-Submittal Meeting and acknowledge if any items are missing or deficient, intake of the EPM Submission may be rejected and thus may not meet the 2 Calendar Day Intake, 21 Calendar Day Review, and the 2.5 Review Cycle Goals.*

Firm Name (printed)

Signature

Date

## SITE PLAN REVIEW PROCESS

# EPM INTAKE CHECKLIST

1. One week prior to the pre-submittal meeting, the Applicant will circulate plans to Town Project Manager prior to the meeting for a cursory review to be performed.
2. A pre-submittal meeting and checklist are not required for Plats, As-Builts, Erosion Control Only Plan, and Revisions to Approved Plans unless the revisions are extensive (example: changes to the product of the proposed development).
3. Staff comments will be discussed at the Pre-Submittal meeting. The Huntersville EPM Intake Checklist will be completed documenting applicable components of a complete plan submittal and review fees will be established.
4. Only in rare circumstances may a component of the plan be submitted at a later date. This can only occur when mutual agreement is obtained at the pre-submittal meeting. The components of the plan submitted at a later date may be reviewed under a separate process and may incur additional fees.
5. Effective August 1, 2019, Applicants may not submit plans for review sooner than 5 business days following the Pre-Submittal Meeting.
6. The goal of review cycles for plans to be approved is 2.5 cycles. All applicable components of the plan must be submitted with each cycle (including, but not limited to lighting plans, traffic impact analysis, landscaping plans, flood studies, or other information). The applicable components of the plan will be documented on the **Huntersville EPM Intake Checklist** and agreed to at the **Pre-Submittal Meeting**.
7. If a project is not accepted at Plan Intake, the Town of Huntersville Intake Associate shall email Town Staff and the Applicant stating what items are deficient. This shall also be documented in the EPM Intake Notes for reference.
8. **If a project is submitted more than 6 months after the Pre-Submittal meeting, a new Pre-Submittal meeting may be required before the project will be accepted for review.**
9. **A development permit application is not considered submitted for purposes of permit choice pursuant to N.C.G.S. § 160D-108(b) and 143-755 until the application has been accepted for review in the EPM system by Planning Staff.**
10. All plans (including sketch/concept, preliminary/construction, commercial site plans, as-builts, rezonings, erosion control only plans, etc.) shall have a review cycle of 21 calendar days or less. Plats shall have a review cycle of 14 calendar days or less. Day 1 is considered the day after the Town has accepted the plans at intake.  
*Note: The above turnaround time goals are associated with reviews performed by staff. It excludes the time required to obtain Town Board approval (when necessary).*
11. Prior to resubmitting, a redline meeting may be requested by the Applicant or Town Staff to discuss review comments.
12. Redline Meetings are required prior to any 3<sup>rd</sup> cycle review to include the applicant, Town Staff, and the owner. When redline meetings are required, the review cycle for the resubmitted plans will not be initiated until after the redline meeting occurs for the current cycle.
13. The review agencies will clearly delineate plan review comments (minimum code requirements vs. recommendations) related to State delegated programs.
14. The Applicant shall develop a Comment Response Letter that lists all the agency comments and how the Applicant addressed each comment. The Comment Response Letter will be uploaded to the Electronic Plans Management (EPM) system by the Applicant for every review cycle following the Cycle 1 or the plan will not be accepted at intake until the submittal is complete. The Comment Response Memo should include narrative describing how comments were addressed.
15. The agencies and the Town will implement an informal process of allowing slip sheeting. Slip sheeting will only be allowed to correct a few, minor edits and is not intended to serve as another review within the current cycle, as approved by project manager.
16. Staff is available to address plan review comments and resolve or clarify issues over the phone, via email, or a comment review meeting.
17. **Per Article 8.17.16, 8, c (Water Quality) of the Zoning Ordinance, if a revised application is not re-submitted within sixty (60) calendar days from the date the applicant was notified of comments from the electronic plan review, the application shall be considered withdrawn, and a new submittal for the same or substantially the same project shall be required along with the appropriate fee.**

# EPM INTAKE CHECKLIST

Before submitting projects into EPM, please read and follow the steps below.

1. Use **ONLY Microsoft Edge** or  higher to log into EPM, navigate, upload documents, and submit projects.
  - a. EPM does not function properly with any other web browsers.
  - b. **DO NOT access EPM using Chrome, Firefox, Safari, or Opera**
  - c. Once Internet Explorer 9 or higher is open, perform these steps.
    - i. Click the gear icon located in the upper, right-hand menu
    - ii. Select **Compatibility View Setting**
    - iii. Add the website: MECKLENBURGCOUNTYNC.GOV
    - iv. Ensure the box next to the statement “Use Microsoft compatibility lists” **is not checked**
2. Use **ONLY Adobe Reader 8** or higher  to fill out and upload documents
  - a. DO NOT use any other PDF software to edit or complete any fillable forms or applications
  - b. Other PDF editors may appear to work but generate errors and/or stop intake and approval stamping
3. **ONLY Adobe PDF files** may be uploaded / submitted
  - a. PDF/A files are not accepted.
  - b. Locked / Restricted files are not accepted
  - c. Word, PowerPoint, Excel, PNG, or any other file extension other than PDF is not accepted
4. MAXIMUM file size is 40 MB
  - a. **Keep each file sizes at or below 35 MB**, as file size increases with reviewer comments.
  - b. It is ok to break documents into multiple files, using “1 of 4; 2 of 4, etc” in the file name.
5. File Names
  - a. File names in excess of 55 characters may not be accepted.
  - b. Microsoft has always had maximum character length requirements for files and folders. To ensure file names are concise and that files can be opened by the Town of Huntersville, we are limiting file names to no more than 55 characters.
6. A current, completed **Town of Huntersville General Application** is required for each project submitted
  - a. The Town of Huntersville General Application must be signed by the legal property owner
    - i. Owner signature is not required for As-Built, RTAP and Erosion Control project submittals.
  - b. Documentation showing the signor/signee has authority to sign on behalf of an entity (LLC, LP, Corporation) must be uploaded, in addition to the signed General Application for each project submitted.
  - c. If multiple property owner signatures are required, please use the *General Application Applicant-Owner Signature Addendum* form to obtain additional signatures.
7. All Plans and Calculations must be signed, sealed and dated by the Licensed Professional who created them.
8. Documents must be properly oriented
9. Review fees are due by noon; two days after the project has been submitted/resubmitted to EPM
  - a. Fees are payable to the Town of Huntersville
  - b. Fees may be paid by check or emailed payment link

Town of Huntersville **EPM submittal and payment** questions may be directed to:

- Kimberly Tejada at [ktejeda@huntersville.org](mailto:ktejeda@huntersville.org) or (704) 766-2298

Technical EPM questions or concerns may be directed to:

- [CE-tech.triage@mecklenburgcountync.gov](mailto:CE-tech.triage@mecklenburgcountync.gov)